

STEM/TECH SYLLABUS

Mrs. Geiger

CONTACT INFORMATION

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Phone – (810) 346-4700 ext. 1096 (messages may be left with the secretary)

Conference Period – 5th hour (12:20 p.m. – 1:10 p.m.)

You may contact me during my conference hour or before and after school at (810) 346-4700 Ext. 1073. If you wish, you may contact me via e-mail. Please include your child's first and last name when e-mailing me.

STEM/TECH, COURSE DESCRIPTION

Technology literacy is required of all eighth graders. Emphasis will be placed on keyboarding techniques and basic computer applications including: word processing, spreadsheet, multi-media presentation, and Internet use.

EXTRA HELP

I am available for help after school and at lunch, but please make prior arrangements. There is also help available in the high school library Monday thru Thursday after school from 3:15 p.m. to 4:15 p.m. A Brown City teacher will be there to supervise these homework help labs. The lab may be closed if there is bad weather or if the supervising teacher has other obligations. Please take advantage of this if you need help!

HOMEWORK

This is your time to practice. Students may correct and resubmit all homework up until the day of the test over that chapter. All homework will be accepted for full credit until the day it is corrected and returned to the rest of the class, at which point the assignments become late. For each day that an assignment is late, the grade will be reduced by 10%. All homework will be accepted for partial credit until the day of the test over that chapter. Copying will result in a zero for all involved.

Three missing assignments equal a detention.

CALCULATOR

Each student will be assigned a graphing calculator and you are responsible for anything that happens to the calculator during your hour. If anything is wrong with your calculator when you pick it up, or your number is missing, it is your responsibility to tell me immediately. You may want your own scientific calculator to use at home.

TESTS

Tests will be given at the end of each unit. Quizzes will be given after two or three lessons have been completed. If you miss a test or quiz, you will make it up the next day. If you are not satisfied with the test score, you may re-test once. This has to be done on your time. Your re-test will be different from the original and your score will be averaged with the first test.

GRADES

Grades will include points from homework, class participation, quizzes, and tests. Grades will then be determined using the following scale.

Grading Scale	100-93	A	82-80	B-	69-67	D+
	92-90	A-	79-77	C+	66-63	D
	89-87	B+	76-73	C	62-60	D-
	86-83	B	72-70	C-	Below 60	E

To earn credit for each semester students must pass 2 of the 3 grades used to calculate the semester grade (2 marking period grades and the exam grade). Students must also have an overall average grade that is passing using the formula: each marking period is worth 40% and the exam is worth 20% of the semester grade.

EXTRA CREDIT

Extra credit is NOT given as a rule. Students have the opportunity to resubmit assignments and redo test. They need to take advantage of those opportunities. If extra credit is given by chance, students cannot be missing any assignments, as extra credit is above and beyond and you must complete daily work before extra work.

EXPECTATIONS

Every student in this class is expected to push himself/herself to do well. In order to do well you must put a lot of effort into doing so. You must participate regularly in classroom discussion, activities, and group work. I fully believe that you will get from this course as much as you put into it. Get ready for a GREAT year!

MATERIALS NEEDED DAILY

- Completed Homework: In order to do well in this course, any course for that matter, you must complete your homework and turn it in on time.
- Class Folder or Notebook: Make sure to bring this folder or notebook with you every day.
- Pencil

RULES TO LIVE BY...

1. Rules regarding behavior, technology, dress code, attendance, cheating, etc. will be enforced according to the handbook. No active cell phones, or other forms of technology unless cleared by me. These rules will be strictly enforced.
2. Respect yourself, your classmates, your teachers, and your school. No one has the right to interfere with the learning of anyone else in this class! Manners, courtesy, and kindness are important in this classroom as well as in life.
3. Respect the property of others and the school.

GENERAL GUIDELINES

HALLWAY POLICY

- Bathroom use during class is only in emergency situations. Use your best judgment when deciding to ask for the emergency pass.
- Destination sheets must be filled out if a student leaves.
- No students are allowed to lockers during class time. Students are only allowed to their lockers between classes.
- During seminar once a week, if students need to go to other classes, they must have a signed pass when they arrive to class; otherwise, no student can be in the hallway without being monitored by staff.

BEGINNING OF CLASS PROCEDURES

Once the bell sounds, students should be in their seat ready to start for the day. Students need to have homework out, ready for turn in or to ask questions. Students also need to have a pencil and paper for taking notes. If students are not in their assigned seat, they may be marked tardy. This is the procedure for the beginning of class every day. It is important that student also read important information on the board.

FOOD

Students may have water but no food or other beverages. Water cannot be by the computers.

TARDINESS

A tardy is given when a student is not in the classroom when the bell starts to ring.

LEAVING YOUR SEAT

It is rude to walk around the classroom, especially during class instruction. If a student needs to sharpen his or her pencil, it should be done at the beginning of class. Should the pencil lead break and the student needs to sharpen his or her pencil during the middle of class, he or she should ask for permission. The same rule applies to the need for paper. Paper that needs to be thrown away should be kept at the student's desk until the end of class.

DISMISSAL

The bell is an indicator to the teacher that the class period has ended. It is the teacher's responsibility to dismiss students after bringing the class to a close. If the teacher or another student is in the middle of a sentence when the bell rings, please allow them to complete it. I realize that students have other classes to go to, and I do not want to keep students from going to their other classes.

ABSENCES AND MAKE-UP WORK

If you are absent one day, you have one day to make up the work. If you are absent two days, you may have two days to make up the work, etc. If you encounter an extended absence, see me for due dates. If you are here the day that the assignment is given, you are expected to turn it in when you return. If you do not, it will be considered late.

MISSION STATEMENT

"Teachers have the right to teach and students have the right to learn. Students do not have the right to prevent teachers from teaching or others from learning."

COMPUTER USEAGE

1. No food or liquids (including bottled water) allowed by the computers.
2. Students are responsible to take proper care of equipment assigned to you.
3. Check all of your equipment daily. Notify the teacher of any problems immediately.
4. Keep objects off computer screens, this includes fingers.
5. If your computer locks up or you are unable to log in, please inform the teacher for further instructions.
6. Please log off completely and properly when you are finished with the computer. If you are the last class of the day, please shutdown the computer.
7. Downloading information onto a computer, server, or removable media is prohibited without permission.
8. Internet usage allowed for educational purposes ONLY.
9. Inappropriate and violent games are prohibited.

B

Be Successful

- Be QUIET and SEATED before the bell.
- Be engaged and PARTICIPATE.
- Take notes.
- Do your homework COMPLETELY and turn it in ON TIME.

C

Come
Organized

- Be prepared for class. Bring your homework, textbook, paper, pencil and novel.
- NO lending from the TEACHER
- It is essential that you have a notebook or binder to stay organized.

H

Have Respect

- Respect all school staff. Abide by school rules.
- Follow directions the FIRST time they are given.
- Respect your classmates.
- Respect yourself and the work you are doing. Put forth your best effort and be positive.

S

Show
Responsibility

- You are responsible for your own items.
- Take responsibility for your OWN grade.
- Ask for help when you need it.
- Maintain the highest level of integrity and honesty in your work.
- Do your own work (NO CHEATING).